

Request for Acknowledgment of Water Usage Surcharge

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about a water usage surcharge that has been implemented due to increased water consumption at the property.

The surcharge is necessary to cover the additional costs incurred and will take effect starting [effective date]. The details of the surcharge are as follows:

- Amount: [Insert Amount]
- Effective Date: [Insert Date]
- Duration: [Insert Duration if applicable]

We kindly ask you to acknowledge your understanding of this surcharge by signing below and returning this letter to us by [return date]. This will help us keep up with our records.

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Landlord/Property Management Name]

[Contact Information]

Tenant Acknowledgment:

[Tenant's Name]

Date: _____